

# HOW TO USE VOLGISTICS

## VOLUNTEER APPLICATION

**Demographic Information**  
You may optionally provide the following information. It is used only to help us get a better idea of the demographic make-up of our volunteers.

Date of birth: Month ▾ Day ▾ Year ▾ \*

Gender: Choose ▾

T-Shirt size: Choose ▾ \*

School:  \*

Assignment Preference:

1st choice:	Choose ▾
2nd choice:	Choose ▾
3rd choice:	Choose ▾

On the volunteer application, it will ask your assignment preference. Please select your top three choices here.

**Email Preferences**  
We like to keep volunteers informed of important news, schedules, and volunteer opportunities by email, however will not send you any email you prefer not to receive. Use the checkboxes below to select the kinds of email you would like to receive from us.

Please enter a password that:

- Is between 6 and 30 characters long

Password:  \*

Confirm password:  \*

What kinds of email would you like to receive?

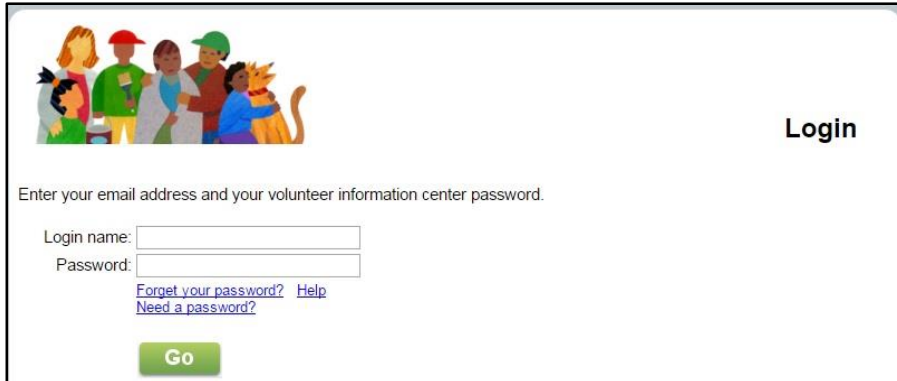
<input checked="" type="checkbox"/>	Electronic newsletters
<input checked="" type="checkbox"/>	Recruitment appeals

**Please do not uncheck**

The application also asks for a password. Remember this password, as it will allow you to log in to the Volgistics Portal (see next page). Please do not uncheck 'Electronic Newsletters' as I may need to send out emails regarding your schedule or assignment.

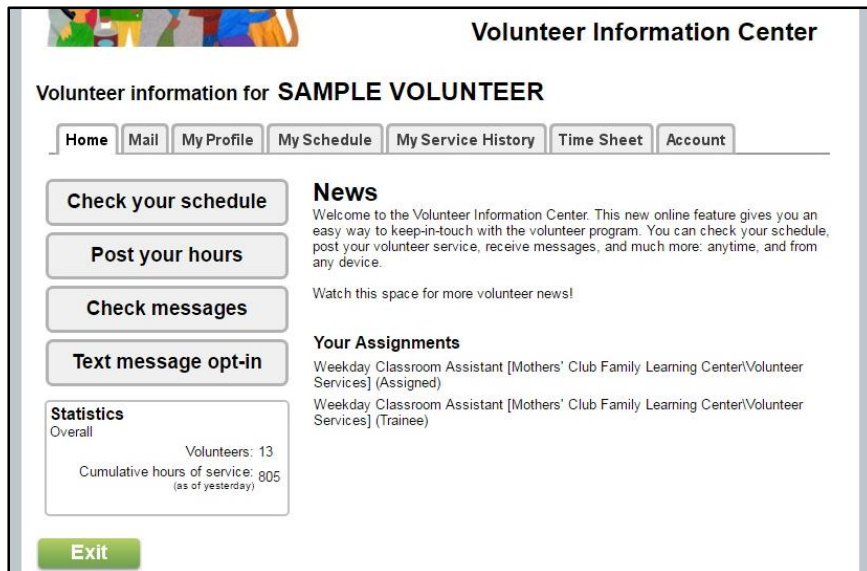
## VOLGISTICS PORTAL

After you submit your application, you will receive an email that confirms your submission, but will also have a link for you to access your Volgistics Portal (this link can also be found on our website).



The screenshot shows the login page for the Volgistics Portal. At the top left is an illustration of a diverse group of people. The word "Login" is displayed in the top right. Below the illustration, the text reads "Enter your email address and your volunteer information center password." There are two input fields: "Login name:" and "Password:". Below the password field are two links: "Forget your password?" and "Need a password?". A green "Go" button is located at the bottom center.

This is the login page (login name is the email you used on your application, password from your application)



The screenshot shows the "Volunteer Information Center" dashboard for a "SAMPLE VOLUNTEER". At the top right is the title "Volunteer Information Center". Below it is the text "Volunteer information for SAMPLE VOLUNTEER". A navigation bar contains buttons for "Home", "Mail", "My Profile", "My Schedule", "My Service History", "Time Sheet", and "Account". The main content area is divided into several sections: "Check your schedule", "Post your hours", "Check messages", and "Text message opt-in" (all in rounded rectangular buttons). To the right of these buttons is a "News" section with a welcome message and a "Your Assignments" section listing "Weekday Classroom Assistant" roles. At the bottom left is a "Statistics" box showing "Overall" stats: "Volunteers: 13" and "Cumulative hours of service: 805 (as of yesterday)". A green "Exit" button is at the bottom left.

This is what the portal looks like. We will go over:

- 1) Mail
- 2) My Profile
- 3) My Schedule
- 4) My Service History
- 5) Account

## MAIL


**Volunteer Information Center**

**Volunteer information for SAMPLE VOLUNTEER**

[Home](#)
[Mail](#)
[My Profile](#)
[My Schedule](#)
[My Service History](#)
[Account](#)

**Instructions**  
To view a message, simply click on the message subject.

**New messages**


Subject	Sent
ESL CLASS CANCELLED	05-31-2016

**Old Messages**  
No old messages

[Exit](#)

This is where you can check messages received from Mothers' Club Family Learning Center, should they not make it to your email box.

## My Profile


**Volunteer Information Center**

**Volunteer information for SAMPLE VOLUNTEER**

[Home](#)
[Mail](#)
[My Profile](#)
[My Schedule](#)
[My Service History](#)
[Account](#)

**Instructions**  
The following information is currently on file in your volunteer record. To update your records, enter your new information in the spaces provided. Click any of the "Save" buttons to save your changes or additions.

**Contact Information**

First name:   
 Last name:   
 Title:   
 Street 1:   
 Street 2:   
 Street 3:   
 City:   
 State:  Zip:   
 Home phone:   OK to call me here  
 Work phone:   OK to call me here

[Save](#)

**Demographics**  
You may optionally provide the following information. It is used only to help us get a better idea of the demographic make-up of our volunteers.

Date of birth:    (year optional)

This tab includes all the information you provided on your application. If you need to change any information, this is the place to do it!

## My Schedule

This is where you can check your schedule, add a shift or cancel if you need to. You have up to 2 days before your scheduled shift to cancel.



**Volunteer Information Center**

Volunteer information for **SAMPLE VOLUNTEER**

Home Mail My Profile **My Schedule** My Service History Account

**Instructions**  
Your scheduled volunteer shifts appear below. Click or tap the "Next month" or "Prev Month" buttons to view a different month.

**Sign-Up!**  
We need volunteers on days that have the 'Help wanted' symbol. Click any of these days to learn more or to sign-up.  
Show openings in All my assignments

Prev month **Next month** ~~May 2016~~ [Click here to see next month's opportunities](#)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31 <b>HELP WANTED</b>				

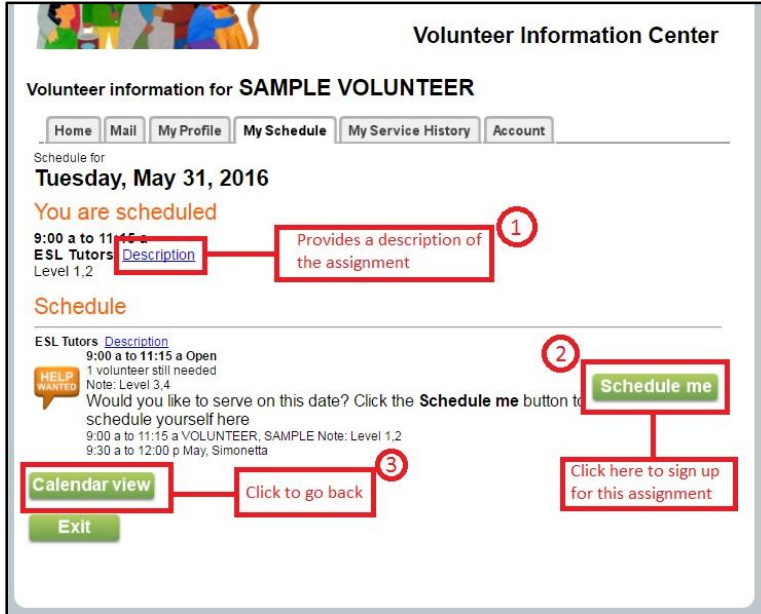
9:00 a - 11:15 a  
ESL Tutors  
Level 1,2

This means you can sign up for a shift

This is your scheduled assignment

Any 'Help Wanted' symbol means you can sign up for a shift if you are available!

Any words on your calendar indicate your scheduled shift. Click on the day you want to cancel or add.



**Volunteer Information Center**

Volunteer information for **SAMPLE VOLUNTEER**

Home Mail My Profile My Schedule My Service History Account

Schedule for  
**Tuesday, May 31, 2016**

**You are scheduled**

9:00 a to 11:15 a  
ESL Tutors [Description](#) **1**  
Level 1,2 Provides a description of the assignment

**Schedule**

ESL Tutors [Description](#) **2**  
9:00 a to 11:15 a Open  
1 volunteer still needed  
Note: Level 3,4  
Would you like to serve on this date? Click the **Schedule me** button to schedule yourself here  
9:00 a to 11:15 a VOLUNTEER, SAMPLE Note: Level 1,2  
9:30 a to 12:00 p May, Simonetta

**Schedule me**

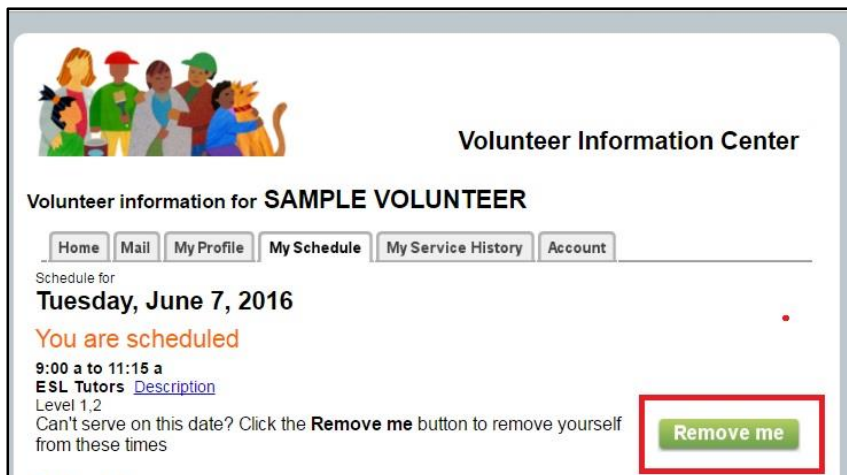
**Calendar view** **3** Click to go back **3**

Exit

Click here to sign up for this assignment

If you'd like to find out more about the assignment, there is a 'description' link next to the assignment that you can click to get more details.

Click 'Schedule me' to add this shift. You will receive a verification page after scheduling yourself to confirm you did it right.



**Volunteer Information Center**

Volunteer information for **SAMPLE VOLUNTEER**

Home Mail My Profile My Schedule My Service History Account

Schedule for  
**Tuesday, June 7, 2016**

**You are scheduled**

9:00 a to 11:15 a  
ESL Tutors [Description](#)  
Level 1,2  
Can't serve on this date? Click the **Remove me** button to remove yourself from these times

**Remove me**

If you need to cancel, simply click 'Remove me' from next to the time that you are scheduled.

## My Service History



**Volunteer Information Center**

Volunteer information for **SAMPLE VOLUNTEER**

[Home](#) [Mail](#) [My Profile](#) [My Schedule](#) **[My Service History](#)** [Account](#)

**Instructions**  
Your volunteer service information appears below. Expand a year to see details.

**Totals**  
Year-to-date hours: 2:30  
Life hours: 5:00

**Service by year**  
Click on a year to view your records for the year.

Year	Hours
<a href="#">2016</a>	2:30
<a href="#">2015</a>	2:30
<b>Life total:</b>	<b>5:00</b>

[Printable view](#)

[Exit](#)

This allows you to see your hours over the years. You can click on each year to expand the time and find exact dates of your service.

## Account



**Volunteer Information Center**

Volunteer information for **SAMPLE VOLUNTEER**

[Home](#) [Mail](#) [My Profile](#) [My Schedule](#) [My Service History](#) **[Account](#)**

**Change your password**  
You can change the password you use to access your volunteer information. Enter your current password, enter your new password twice, and then click the Save button.

Your new password must:

- Be different from your current password.
- Be between 6 and 30 characters long.

Enter your **current** password here:  \*(Required)

Enter your **new** password here:  \*(Required)

Enter your **new** password again:  \*(Required)

[Help](#) [Save](#)

You can change your password here.